

# INSTRUCTIONS AND GUIDELINES

## **LOCATIONS:**

1. Defense Supply Center Columbus (DSCC), DLA Land and Maritime, Columbus, Ohio Bldg. 20 Auditorium
2. Remote location via DEFENSE CONNECT ONLINE (DCS)

## **REGISTRATION:**

To register, please fill in the attached registration form (excel spreadsheet) and submit to [DLA.Land.and.Maritime.Industry.Day.Forum@dla.mil](mailto:DLA.Land.and.Maritime.Industry.Day.Forum@dla.mil)

Note:

- (1) Please be sure to indicate on the registration form whether you will be attending the Industry Day Forum in person at Defense Supply Center Columbus, Columbus, Ohio Building 20 or via DEFENSE CONNECT ONLINE (DCS).
- (2) An email confirmation will be sent to you within 2-3 days confirming your registration.
- (3) Do not adjust column title, font or width of columns.

## **DEFENSE CONNECT ONLINE (DCS):**

DCS provides the Department of Defense and public users worldwide with a second option for DoD enterprise collaboration services - web conferencing. It enables users to communicate and interact with groups large and small in real-time, using high-impact presentations and essential collaboration tools. Interact with remote participants in real time - one-on-one or in extended teams.

Conference meetings allow users to actively participate in both audio and video features, so your company's computer must have a microphone and camera. A user manual and online training is available at: <https://disa.deps.mil/disa/org/ES7/DCS/SitePages/Home.aspx> Under resources and information, download the user guide to answer any questions you may have. Typically just having your audio device plugged in is enough, your computer and DCS usually detect them for you.

On the day of the forum, go to:

<https://conference.apps.mil/webconf/da952cd8c158df3bb0589d162ddba42c>

or

<https://conference.apps.mil/webconf/36a549dc854d26d8fc141174aec37c83>

to sign in and begin participating. Meeting Name: DLA Land and Maritime Industry Day Forum.

**TRANSPORTATION:**

We are limited to space availability therefore attendees will not be processed through the Visitor Notification Center. Rental vehicles and privately owned vehicles will not be permitted on the Installation. Five (5) large chartered buses will be available all three (3) days to transport attendees from the Columbus Airport Marriott to DSCC and from DSCC to the Columbus Airport Marriott. One (1) small shuttle bus will be available all three (3) days to transport suppliers from DSCC to the Columbus Airport Marriott for unusual circumstances. Bus schedule attached.

Attendees, attending DLA Land and Maritime Industry Day Forum must be: U.S. citizens (no foreign nationals) and must not have outstanding warrants. Registrants (attendees) that do not meet stated criteria will be turned away. Prior to boarding the buses you'll be required to show a valid Drivers License or a Federal or State government issued ID. A group of federal employees will have a copy of the master list of all approved registrants (attendees) that cleared security.

**ARRIVAL:**

Once the buses arrive at Defense Supply Center Columbus Installation, Building 20 you'll be escorted to the registration tables (alphabetic order) where you'll sign in and receive your visitor's badge and welcome package. Badges are required to be worn at all times while in the building. Greeters will escort you to the auditorium. You are at liberty to utilize our cafeteria which provides a selection of hot/cold breakfast/lunches and refreshments. Food is not permitted in the auditorium. Please adhere to the DSCC rules and regulations concerning walking around the building. You will be authorized access only to the auditorium, cafeteria, break rooms and restrooms in Bldg. 20. Breakout Sessions will be conducted in Bldg. 21 (DFAS) and you'll be escorted to Bldg. 21 and to the rooms where the breakout sessions will be conducted. If you would like to meet with DLA Land & Maritime personnel on a separate occasion, you will be responsible for making the necessary appointments and must be escorted while in Bldg. 20 from entry to exit.

**LUNCH:**

Due to the high volume of attendees a lunch menu (attached) consisting of two box lunches & two salads will be available at a cost of \$10.00 each. Cash and credit cards are acceptable. Please mark your lunch choices on the registration form and fill out the lunch menu form and return with your registration form.

**HOTEL:**

Columbus Airport Marriott is providing a discount to attendees, attending Industry Day Forum. You'll need to use:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=13866392](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13866392)

Link to get the preferred rate of \$159.95 per night plus tax.

**SURVEY:**

DLA Land and Maritime appreciates your interest in attending and hopes that you will find the forum valuable, constructive, and enjoyable. If you have suggested topics of interest for a breakout session or for future forums, please complete the attached survey to share your ideas about the industrial sector and how DLA can partner with you to improve our business relationships and processes. Email completed surveys to:

[DLA.Land.and.Maritime.Industry.Forum@dla.mil](mailto:DLA.Land.and.Maritime.Industry.Forum@dla.mil).

**LINKS:**

Go to [www.landandmaritime.dla.mil](http://www.landandmaritime.dla.mil)

Links to Related Sites:

- [Lodging Close to DSCC](#)
- [Directions to DSCC \(two miles from Columbus International Airport\)](#)